



**Fire/EMS Oversight Board
MEETING MINUTES**

April 3, 2014

Committee Members Present: Chairman Rick McCluskey, Vice-Chairman John Johnson and Village of Sturtevant Administrator Mary Cole

Committee Members Absent: Village of Mt. Pleasant Administrator Kurt Wahlen, and Village of Mt. Pleasant Trustee Dave DeGroot.

Village Board Members Present: Village of Mt. Pleasant Trustee John Hewitt

Staff Members to the Board: Chief Robert Stedman

Guests: D/C Mark Pierce & BC Jon Keiser

1. Meeting called to order at 4:05 p.m. by Rick McCluskey.

2. Approval of March 6, 2014 Minutes: It was decided to hold approval of these minutes until the next meeting as Mary Cole had not been present at the meeting on March 6, 2014.

3. Operational Report: Chief Robert Stedman referred to the Operational Report dated April 3, 2014 that was distributed to the Committee Members.

- a. The reorganization plan has been going very smoothly and we continue to make adjustments as necessary.
- b. We did visit Foster Coach in Illinois this week and the project of remounting the ambulance is progressing very well. It is expected to be completed about in about 2 weeks. The second vehicle will be taken to Foster Coach this week and work will start on that remount.
- c. The switch over to VHF radio frequency for emergency operations was implemented on March 2, 2014. .
- d. Since the first of the year the department has spent a great deal of time on EMS training in order for everyone to relicense at the end of June.
- e. The five GTC paramedic students has started their Preceptorship with the SSFD. Each of them is assigned to one department preceptor for the period they will be with us.
- f. The new Firefighter/Paramedic started on March 24th and will complete his two weeks of training this week. He will then be assigned to 24 hour shift duty.
- g. The Station #10 sprinkler system project is still in progress, but should be completed by the end of April.
- h. Overtime has been reduced substantially and at the present time we are within budget. The EMS training the first few months required overtime hours for some members that were off duty and for the department instructors.



We currently have one member off on FMLA for a child birth and one member off for a personal illness.

- i. We are still working with the Village Administrator and the Finance Director to resolve an issue with the Fire Department computer software program called Firehouse. Again the issue resolves around having adequate data available for the department. We did have a phone conference with the representative from Firehouse software today.
- j. The Village is in the process of implementing budget software that will allow us to monitor our budget electronically, which we currently are not able to do.
- k. We are planning on starting recruitment for a new eligibility list this summer but we still need to work on the planning process to taken back to the Police & Fire Commission.
- l. The following table reflects the number and percentage of calls per station for the year to date ending March 31, 2014.

2014 Annual Calls By Station Through March 31, 2014		
#7	85	8.6%
#8	314	31.8%
#9	299	30.3%
#10	209	21.2%
Other	80	8.1%
Total	682	100%

4. Public Comments - None

5. Next Meeting – The next meeting was previously scheduled for Thursday May 1, 2014 at Fire Station #9 at 4 PM.

6. Adjournment: Motioned by Mary Cole, seconded by John Johnson to adjourn.

Motion passed. Unanimously Meeting adjourned at 5:05 p.m.